



REQUEST FOR THE HEAD TEACHER TO AUTHORISE ABSENCES

The Government does not allow schools or academies to authorise absences for family holidays. The headteacher will only authorise absences for exceptional circumstances such as those listed below:

- Bereavement
- Family weddings and other major occasions
- Children with parents in the armed forces
- Visit of long distance relatives

This is not an exhaustive list and every request will be looked at individually.

Name of child _____

Date of first day of absence _____

Date of intended return _____

Number of school days absence _____

Reason for absence _____

Parent signature: _____

Date: _____

Authorised by: _____

Date: _____